DOCUMENT NUMBER RE: SEMC-SECURITY-P03	EFFECTIVE DATE: 15.08.2019
TITLE: PATROLLING GUARD OPERATION	APPROVED BY:
REVISION NUMBER: 00	

RESPONSIBILITY	PROCESS FLOW	DETAILS
Security Guard	Report to work at guard house at 6:45am (morning shift) or 6:45pm (night shift)	Scope of duty: ▪ Patrolling at residential area, pond area and along perimeter fence
Security Guard	Attend roll call	Events to monitor during patrolling but not limited to the below: • Clocking with devices at designated clocking points • Vacant unit inspection – nobody stays overnight, any sign of break in, no encroachment by residents or visitors (car parking) • Visitor parking occupied by owner • Any defect on common property / security system / security equipment • To escort visitor whenever is requested by Main Guard House • Respond for emergency instruction from Control Room • Night Shift patrolling guard to check and report on faulty lights
Security Guard	Perform inspection on security equipment	
Security Guard	All equipment in good condition? — No	
Security Guard	Yes: Proceed to designated work area and perform daily patrolling duty with every half an hour reporting to Control Room on site status	Personal equipment but not limited to: 1. Torch light (night shift) 2. Walkie-Talkie 3. Motorcycle / electric bicycle / bicycle 4. Clocking devices 5. Rattan
Security Guard	Any incident/ abnormality? — Yes	
Security Guard	No: Continue to perform patrolling duty and attend to ad-hoc request and report site condition every half an hour to Control Room	Designated Work Area and Static Area will be assigned by Security Officer.
Security Guard	Report to Security Officer/Supervisor on duty or/and Control Room	
Security Officer / Security Supervisor	Security Officer/Security Supervisor to respond at site	To report incident by: 1. Walkie-talkie to Control Room and/or Security Officer on duty
Security Guard	Return security equipment in good condition to guard house	
Security Officer / Security Supervisor	Submit Incident Report within 24 hours to Management	The latest reporting time by security guard shall be before end of shift work. Immediate reporting is a must for serious or urgent cases such as accident, intrusion, drowning, fire, fighting, suspicious movements etc.
	End of Shift work	

DOCUMENT NUMBER RE: SEMC-SECURITY-P03	EFFECTIVE DATE: 15.08.2019
TITLE: PATROLLING GUARD OPERATION	APPROVED BY:
REVISION NUMBER: 00	

OBJECTIVE	To establish a proper guideline on patrolling guard operation
SCOPE	The scope of the procedure includes the guard patrolling operation
DEFINITION	SO – Security Officer
REFERENCE	Letter of Award with security guards service provider
RECORD	1. Incident Report